

Aviation Advisory Committee

March 16, 2011

Milton, Florida

The Aviation Advisory Committee met on the above date with the following members present: Chairman Carlos Diaz and members, Mike Harris, Randy Roy, and Clay McCutchen. County staff present: County Administrator (Hunter Walker) and Administrative Services Manager (Tammy Simmons).

Chairman Diaz called the meeting to order at 5:08 p.m. The minutes of the January 26, 2011, meeting was approved unanimously.

**Selection of Chairman/Vice-Chairman**

McCutchen recommended the committee wait until the vacant chair (Nelms) is replaced and all members are present to vote on the selection of the chair and vice-chair.

**Old Business**

Aviation Advisory Committee Operating Procedures – Draft (exhibit 1)

Diaz stated the letter from Robert Arnold dated 2005 (exhibit 2) is documentation on the military's position to this Committee.

Walker stated according to the county resolution, Eglin has membership on this Committee.

Motion for the full committee to be present when review and recommendations are made to the draft Operating Procedures was approved unanimously.

**New Business**

No items.

**FBO Issues**

Glass stated the construction on the run-up pad on the east parallel taxiway was completed March 16, 2011 and a Notice to Airmen (NOTAM) was issued stating that formal construction on the west parallel taxiway run-up pad will begin March 17, 2011. The extreme south end of the west taxiway and the extreme north end will be blocked off for construction for another 6-9 weeks to complete this project. Last week Aircraft Management Services (AMS) issued flyers to affected tenants that they would assist, if necessary, in getting aircraft out of the hangars and towing across the grass to a hard surface where the aircraft can start up and taxi out to the runway. The completed run-up pads are very nice. The problem with the gate was that four (4) bearings were frozen up; Ingram is waiting for the replacement bearings. Two of the bearings have grease fittings, AMS will grease these about every two weeks and hopefully we will not have that problem again.

Diaz stated PBS&J has done a terrific job.

McCutchen stated AMS has started an air explorer post for young teenagers, 14 – 18years old, and requested support from the committee for this program. The explorer program is co-ed and one of the senior leaders in the organization is award winning school teacher, Casey Oliver. McCutchen stated he would like for them to come to one of these meetings and see what the county staff does in relation to the airport.

Diaz stated the aviation curriculum with the School Board is a separate program that AMS is involved in as well.

**Chairman Issues**

No items

**Pensacola Flight Watch**

No items

**Administrative/Engineer**

No items

**Other Business**

Roy stated that military aircraft are operating on weekends more than usual as they are making up flight hours as they transition from the T-34 to the T-6, this will continue for another 6-9 months.

**Next Meeting/Adjournment**

The next meeting will be at 5:00 p.m. on April 20, 2011.

Meeting adjourned at 5:20 p.m.

---

**EX.1**

Page 1 4/21/2011

AVIATION ADVISORY COMMITTEE

Standard Operating Procedures

1. PURPOSE: The purpose of the Aviation Advisory Committee is to provide advice and recommendations to the Board of County Commissioners on the general subject of aviation issues.

2. MEMBERSHIP:

a. The committee shall consist of 8 members. The members shall be as follows:

i. Five (5) of whom shall represent the general aviation community. Each member of the Board of County

Commissioners shall appoint one (1) member of the Aviation Advisory Committee subject to the approval of the entire Board of County Commissioners.

ii. One of whom shall be appointed by the Commanding Officer of NAS Whiting Field.

iii. One of whom shall be appointed by the Commanding Officer at Eglin AFB.

iv. One member shall be a representative of the Fixed Base Operator.

b. Each member may be removed from office at anytime with or without cause by a vote of the Board of County Commissioners.

c. Each member shall serve until the appointment of a successor.

### 3. OFFICERS:

a. The committee shall elect a Chairman and such other officers as they might deem necessary, who shall serve terms of one (1) year, with a maximum of two (2) terms.

b. Officers will be elected at the first meeting of each calendar year.

### 4. MEETINGS:

a. The Aviation Advisory Committee shall meet the third Wednesday of each month in the Board of County Commissioners Chamber at 5:00 p.m.

b. All meetings will be open to the public to attend.

c. The County Administrator shall provide notice in advance for regular meetings and special meetings.

d. The County Administrator shall prepare the agenda in the following format:

i. Call to Order

ii. Review/Approval of Minutes

iii. Old Business

iv. New Business

v. FBO Issues

vi. Chairman Issues

Page 2 4/21/2011

vii. Pensacola Flight Watch, Inc.

viii. Administrative/Engineer

ix. Other Business

x. Next Meeting/Adjournment.

e. The County shall maintain a record of meeting attendance by members.

f. Minutes of meetings shall be prepared by the County, distributed to all members and approved by the committee at the following meeting.

g. All records shall be a matter of public record: minutes, reports, etc.

### 5. ITEMS FOR DISCUSSION:

a. Committee members must present agenda items to the County Administrator.

b. All agenda items should be specific with respect to information, content, and goal.

6. VOTING: A quorum shall consist of four (4) members present.

7. PARLIAMENTARY AUTHORITY: The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Santa Rosa County Aviation Advisory Committee in all cases where they are not inconsistent with these Standard Operating Procedures and any special rules of order the committee may adopt.

8. AMENDMENTS TO STANDARD OPERATING PROCEDURES: These standard operating procedures may be amended at any regular or special meeting of the Board of County Commissioners upon recommendation of the Aviation Advisory Committee.

9. OBJECTIVES: The committee shall have the power and duty to:

a. Make recommendations to promote and preserve the aviation and the air transportation system and propose methods, strategies or technologies that can be used to improve these systems.

b. Promote aviation systems and capital infrastructure improvements.

c. Review the Airport's capital project program prioritization process and provide recommendations on the method for determining.

d. Review and promote Federal and State aviation rules and regulations as may be proper and necessary to promote and develop beneficial aviation practices and operations.

e. Promote aviation education opportunities and encourage research and development for aviation safety and security.

f. Provide a forum for exchange of information concerning the users' view of needs and requirements of the aviation systems.

g. Projects may be assigned by the Board of County Commissioners, or may originate from the Aviation Advisory Committee.

Page 3 4/21/2011

h. Review and recommend the current and planned use of air space

i. Review and recommend the use of land underlying air space wherein peculiar hazards or noise may reside

j. Review and recommend policy issues

k. Review and recommend master plan of Peter Prince Field

- l. Receive and evaluate reports of poor or improper services by the contractual base operator
- m. Receive and evaluate unsafe conditions
- n. Receive and evaluate failure of parties to observe airport rules
- o. May initiate discussions, observations, or investigations, in order to make recommendations on aviation or airport matters to the Board of County Commissioners.
- p. May hear comments on airport and aviation matters from the public or other agencies for consideration and possible recommendations to the Board of County Commissioners.
- q. Shall advance and promote the interests of aviation and protect the general welfare of the people living and working near the airport and the County in general.
- r. Shall provide a forum for the managers of Peter Prince Airport regarding operational and/or policy matters at and around the airport.

10. PROCESS FOR FORWARDING INFORMATION TO COMMISSIONERS:

- a. Agendas will be copied to the County Commissioners.
- b. Minutes will be copied to the County Commissioners.
- c. The committees' deliberations and conclusions are to be presented to the Board of County Commissioners in memo form by County staff upon approval of the Aviation Advisory Committee.
- d. Committee chairman or his/her designee should submit a written report and present it in person at the next following County Commission meeting as determined by the committee.
- e. Committee members should never revert to individual letters or memos to the Commissioners as the official Committee stance.
- f. Individual members can communicate with the Commissioners when they disagree with a consensus opinion on behalf of their personal opinion.

11. STAFF:

- a. The Santa Rosa County Board of County Commissioners shall provide appropriate staff support to enable the committee to properly carry out its functions.
- b. The staff coordinator will be the County Administrator or his/her designee.

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR ARMAMENT CENTER (AFMC)  
EGLIN AIR FORCE BASE. FLORIDA  
17 May 05

Mr. Robert J. Arnold  
Eglin AFB Encroachment Committee  
101 West D Avenue, Suite 222  
Eglin AFB FL 32542  
Mr. Hunter Walker  
Santa Rosa County Administrator  
6865 Caroline Street  
Milton, FL 32570-4978

Dear Mr. Walker

Senate Bill 1604, signed into law by Governor Bush 5 June 04 requiring military installation representation for land use planning or zoning boards has significantly increased our workload. We have reviewed our activities and believe that the most effective use of our limited resources is to consolidate military representation for the Santa Rosa County Aviation Advisory Committee (SRCAAC) to one agent as we have for the Santa Rosa County Land Planning Board.

We have coordinated with NAS Whiting to allow Mr. Marty Martin, Aviation Community Planner for NAS Whiting, to serve as the single military representative to the SRCAAC for both Eglin AFB and NAS Whiting Field. Mr. Martin will fully coordinate with Eglin AFB for a consolidated position on those issues concerning our installation and we will always be available for technical presentations on any issue.

We believe this forum provides a invaluable service in that it allows communications to protect both the County and military missions. Please feel free to call me on any issue at any time.

Sincerely

CC: Mr. Marty Martin, NAS Whiting Field